

ADDITION & POOL COMPLETENESS CHECKLIST

ALL APPLICATIONS

(Applications that are incomplete or illegible are not to be accepted)

- ☐ Project Description
- ☐ Project Legal Address / Legal Description
- ☐ "Owner Name / Mailing Address / Phone Number" **MUST** be on application
- ☐ Contractor Information including **ALL** license numbers
- ☐ "Contractor/Authorized Agent" or "Owner/Builder" box checked
- ☐ Application signed & dated
- ☐ Valid License Certification
- ☐ Bond Exemption Certificate (General Contractor must provide on projects \$50,000 or more)

ADDITIONS

- ☐ Septic location approval by Mohave County Health Department (unless on sewer)
- ☐ 2 Site Plans drawn to scale (with scale indicated) – must include dimension from property line to structure for portion that shows addition
- ☐ 2 Foundation Plans
- ☐ 2 Floor Plans w/square footage indicated (can show Sq.Ft. on site plan)
- ☐ 2 Electrical Plans
- ☐ 2 Roof Framing Plans w/sealed Truss Calculations and Standard Gable End Detail if applicable
- ☐ If Structural Calcs are submitted **both structural calcs and plans must be sealed**
- ☐ 2 Sets A/C Mechanical Information (Model #, Unit Size, Unit Weight)
- ☐ 2 Architectural Elevations (for all outside exposed walls)
- ☐ If approach is part of submittal, see "Submittal for Approach" guidelines (**official use only**)
- ☐ If R3 or up, have Fire Dept. review (**official use only**)

POOLS

- ☐ Septic location approval by Mohave County Health Department (unless on sewer)
- ☐ Estimated Project Value
- ☐ 2 Site Plans drawn to scale (with scale indicated) - showing pool location, existing structure w/distance from pool to structure
- ☐ Location of electrical service (indicating overhead or underground)
- ☐ Gas Line (Bldg does natural) - must show size of heater in BTU's, length and size of line from meter to pool (If propane, they must see Fire Dept.)

OFFICIAL USE ONLY

- ☐ Collect Retainer Fee